

Project Management Lifecycle – Non-major IT Projects

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Lifecycle Phases	Selection	Initiation	Planning	Execution & Control	Closeout	Operation & Maintenance
Decision Points	Approved for Planning	Approved for Development	Baseline Approved			
Roles and Responsibilities for Project Management						
Chief Information Officer (CIO)	Approve Agency IT Strategic Plan (Approve Projects for Planning)	Approve Project for Development	Resolve Issues as Required Modify, Suspend, or Terminate	Monitor Project Progress Modify, Suspend, or Terminate		
VITA Project Management Division (PMD)	Recommend Approval of IT Strategic Plan to CIO	Recommend Project Initiation to CIO/SPARC	Assist and Support Project Detailed Planning	Review Project Progress Assist and Support Project Development	Reviews Project Closeout Report	
Project Sponsor - Program Manager*	Select Project in Agency IT Strategic Plan	Submit Project and Proposal	Review Required and Approve Documentation – COV IT PM Standard	Review Required Documentation – COV IT PM Standard	Submit Project Closeout Report	Conduct Post Implementation Review Submits Post Implementation Report
Project Manager		Develop project proposal and Charter	Submit Required Documentation – COV IT PM Standard	Submit Required Documentation – COV IT PM Standard	Complete Project Closeout Report (Template)	

* Although not a Project Management Lifecycle Phase, Project Sponsors are required to perform a Post-Implementation Review on project deliverables during the Operations & Maintenance phase of their lifecycle.